

## Purchasing Card Authorization Form

PSU ID Number:	
Name:	
Office Address:	
Email:	

<b>Cardholder Purchase Limits:</b>	<b>Goods &amp; Services</b>	<b>Travel</b>
Transaction Limit:	\$1,000	\$3,000
Daily Limit:	\$4,000	\$6,000
Cycle Limit (30 day cycle):	\$18,000	\$12,000

***\*Your limits may be less than amounts listed above\****

**ADVISOR SIGNATURE:** \_\_\_\_\_

### **\*IMPORTANT NOTES\***

\*Before requesting a card you are required to take and pass the PCARD Quiz

<https://purchasing.psu.edu/purchasing-card>

Our Business Area is 1640  
Take both Goods & Services and  
Travel